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TRAINING PLAN

TRAINING	DATES	FACILITY
MAG II Instruction	21 May - 25 May 1979 1300 - 1630 hours	IBM
Orientation for New Employees	29 May - 1 June 1979	Agency
Essentials of English		OPM
Telephone Techniques		OPM
Advanced Typing		OPM
Shorthand: Basic Theory and Speed Development		OPM
Administrative Procedures		Agency

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7 May 1979

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